# AHRS PROCESSING PROCEDURES

Proponent For Inspection: MILPO                Point of Contact:_____

Unit Inspected:_____      Date of Inspection:_____

Unit Representative:_____      Unit Phone No.:_____

Inspector's Name:_____      Inspector's Phone No.:_____

Unit Overall Rating:   T   P   U

REFERENCES:    a. AR 600-8-6, 24 Sep 1998     b. DA PAM 600-8, 1 Aug 1986     c. MOI 001-MOI 006(dates change periodically)

STANDARDS: Failure to score a GO on any critical task will result in overall NO GO for that subject area.    "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

| INSPECTION CRITERIA: | LEVEL | GO | NO GO | REMARKS |
|---|---|---|---|---|
| Are current publications available and being used?  (MOI 001) | BDE, BN | | | |
| Are Personnel Automation Division MOI's present and do all users understand them? (MOI 001) | BDE, BN | | | |
| **1. IN/OUT Processing Procedures** | | | | |
| a.  Are the appropriate forms being used (DA 647) for signing in and out of the unit? (DA PAM 600-8, Proc 9-11) | BDE, BN | | | |
| b.  Are the procedures being used effective?  (DA PAM 600-8, Proc 9-7 and fig 9-7-1) | BDE, BN | | | |
| c.  **CRITICAL:**  Are arrival/departure transactions being submitted the following duty day? (DA PAM 600-8, Table 2-7, step 3) | BDE, BN | | | |
| 2. Automation Procedures.  Can the System user change his/her password?  (MOI 002) | BDE, BN | | | |
| **3. Producing AHRS Reports** | | | | |
| a.  Is the AAA-342 Alpha Roster being monitored along with the AAA-162 Unit Personnel Accountability Report?  (AR 600-8-6, 4-5, Table 4-2, and MOI 004) | BDE, BN | | | |
| b.  Are the AAA-165 Unit Personnel Accountability Notices being annotated and corrected?  (AR 600-8-6, 4-7 Table 4-3, 4-4) | BDE, BN | | | |
| c.  Are strength related transactions being submitted in a timely manner?  (MOI 004) | BDE, BN | | | |
| **4. Accountability** | | | | |
| a.  **CRITICAL:**  Is the AAA-162 Unit Personnel Accountability Report being annotated and updated daily for the following?  (DA PAM 600-8, Proc 10-1a) <br>     1.  Arrivals <br>     2.  Departures <br>     3.  Duty Status Changes <br>     4.  Grade Changes | BDE, BN | | | |
| b.  **CRITICAL:**  Is the End of Month AAA-162 reconciled and verified by the BN S-1 (CDR)? (AR 600-8-6, Para 4-5g) | BDE, BN | | | |
| c.  Is the End of Month AAA-162 forwarded to the PAD for review within five working days of the end of month?  (MOI 005) | BDE, BN | | | |
| d.  Is the BN S-1 maintaining the AAA-162 on file for one year in accordance with retention guidelines?  (DA PAM 600-8-1, Table E-1) | BDE, BN | | | |
| **5. Personnel Asset Inventory** | | | | |
| a.  Does the BN S-1 ensure that a PAI is conducted under the applicable conditions? <br>     1.  No later than seven working days prior to a change of command? <br>     2.  No later than 14 days prior to a units move to another duty station, unit Activation, or re-designation?  (AR 600-8-6, Para 5-7a(1) and MOI 006) | BDE, BN | | | |
| b.  **CRITICAL:**  Is the BN S-1 ensuring that DA Form 3986-R is properly completed and forwarded to higher echelons? <br>     1.  Section I is properly completed? <br>     2.  Section II is completed and signed by the new commander?  (AR 600-8-6, Table 5-2, Step 6) | BDE, BN | | | |

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| INSPECTION CRITERIA: | LEVEL | GO | NO GO | REMARKS |
|---|---|---|---|---|
| c.  Are changes being annotated on the AAA-162 and discrepancies reconciled with the PAD NLT five working days after a PAI muster formation?  (MOI 006) | BDE, BN | | | |
| d.  Is completed DA Form 3986-R forwarded through immediate commanders to MPSM NLT 20 working days after muster formation?  (AR 600-8-6, Table 5-2, step 9 and MOI 006) | BDE, BN | | | |
| e.  Is the PAI being filed according to Marks file number 680-31a? (AR 600-8-6, Table 5-2, step 12 and MOI 006) | BDE, BN | | | |

REMARKS:

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